



JOB TITLE: HANSARD REPORTER

CORPORATE INFORMATION

1. Position Level: Band G
2. Salary Range: \$28,605.45 – \$38,140.60
3. Duty Station: Hansard Unit – Legislative Services Division.
4. Reporting Responsibilities:
Reports To: Sub-Editor of Debates and Editor of Debates
Liases with: Parliamentary staff in Tables and Committees, Library/Research, and IT Unit.
Subordinates: None

POSITION PURPOSE

The Hansard Reporter reports, transcribes, and edits an accurate, literate, and timely record of proceedings of Parliament sitting, Parliamentary Committees on behalf of the Editor of Debates.

KEY RESPONSIBILITIES

1. Accurately report the proceedings of Parliament to enable the production of a contemporary and historical public record accessible to all user groups using digital audio technology.
2. Attend Committee hearings and produce a comprehensive overview of proceedings – a real-time checklist or log of the order of speakers, reference documents quoted, interjections, et cetera – to the officer's prescribed format, to enable an accurate transcription of the hearing. Transcribe proceedings and hearings using either For the Record (FTR) or audio recordings.
3. Assist in the merging of stints and produce on-screen an accurate first draft of stints for final editing by the Sub-Editor of Debates.
4. Contribute to any unit or organisational initiatives that assist/promote the overall Parliament mission and goals.

KEY PERFORMANCE INDICATORS

1. Timely and accurate completion of transcripts of proceedings for the production of the Hansard Report during Parliament sittings.
2. Timely and accurate completion of transcripts of proceedings for the production of verbatim reports for Committee meetings.
3. Ensure timely submission of all required corporate documents and reports.
4. Actively participate in corporate initiatives including information and knowledge building.

PERSON SPECIFICATION

Essential Qualification

- Bachelor's Degree in Linguistics majoring in English from a recognised university/institution or demonstrated, relevant, equivalent professional experience.

KNOWLEDGE AND EXPERIENCE

1. At least 3 to 5 years' experience in a parliamentary environment or similar role or equivalent.
2. Excellent knowledge of English grammar and syntax language usage; and well-developed comprehension skills.
3. An eye for detail and the ability to undertake relevant research to establish facts.
4. Excellent computer literacy, including an advanced knowledge of word processing software, preferably Microsoft Word.
5. Knowledge of general and current affairs, and the ability to quickly develop a knowledge of the political process and parliamentary procedure.
6. Able to undertake extended hours of duty associated with the sitting of Parliament and its Committees.

SKILLS AND ABILITIES

1. Demonstrate the willingness to work as a member of a diverse team, communicate clearly and concisely and contribute positively to the spirit of team cooperation.
2. Demonstrate the ability to plan and prioritise work and consistently meet deadlines and quality standards.
3. Demonstrate resilience to work in a high-pressure environment for sustained periods meeting strict deadlines as part of a team.
4. Sound research skills, using the internet and other references, and the ability to fact-check references to Bills and related documents, such as Standing Committee reports and submissions.

PERSON CHARACTER AND POLITICAL NEUTRALITY

Parliament operates in a politically sensitive environment. Any person who is and is seen to be active in political affairs and intends to publicly carry on this activity may compromise the strict political neutrality of Parliament and cannot be considered for employment.

All applicants for employment in Parliament must be under the age of 60, in sound health, with a clear police record. The selected applicants will be required to provide a medical certificate and police clearance prior to taking up duty.

The Parliament of Fiji is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills, and abilities required for the job will be considered in assessing the relative suitability of applicants.